



Court Administrator

Date Posted: Tuesday, September 08, 2015

Department: Municipal Court

Compensation: Grade 26 - \$47,067-\$77,882

Hours: Full Time

Deadline: Friday, October 30, 2015

Duties and Responsibilities

Job Summary:

This position is to manage all administrative and clerical functions related to operation of the court, including receiving, examining, preparing, and processing a variety of legal documents in support of court operations, and other duties as required by law..

Major Duties:

- Prepares and processes records, forms, and other legal papers for Court; ensures all materials are complete, accurate, and in compliance with Georgia Law and Court procedure.
- Prepares court calendars and/or schedules cases for hearings, conferring with the appropriate individuals according to established procedures, distributes calendars and related case files for review;
- Responds to inquiries, questions, and complaints from the general public and Court related personnel over the telephone and in person regarding Court procedures, policies, personnel, or specific cases.
- Advises attorneys, agencies, and the public on case status in a professional manner, provides procedural information, answers inquiries and explains filing processes, explains fees and fines, assists individuals in location material and information.
- Prepares, maintains, and distributes various reports, records, and other documents pertinent to the smooth operation of Court and those required by the State; ensures same is in compliance with Court policies and procedures and State requirements.
- Receives, accounts for, and deposits monies for fines and fees.

- Maintains and updates professional knowledge; reads new laws affecting the Court; attends training programs, seminars, workshops, and meetings.
- Prepares orders resulting from Court hearings for Judge's signature.
- Records and files various legal reports, records, and other documents pertinent to the Court; ensures same is in compliance with Court policies and procedures and State requirements.
- May operate City vehicles in the performance of duties or to attend training programs.
- Performs a variety of office and court support work, prepares letters, correspondence, forms and other documents, maintains copies of documents, operates computers, maintains and updates files and databases, generates computer reports, performs word processing, operates office equipment, maintains and retrieves archived records
- Serve as court liaison to the City Manager, Chief Judge, Court Solicitor, Probation Manager, and police command staff.
- Performs other related duties as assigned.

Minimum Requirements

Knowledge Required by the Position:

- Knowledge of legal forms, documents and terminology.
- Knowledge of applicable recordkeeping requirements for court actions and defendant case files.
- Knowledge of general office practices.
- Knowledge of standard clerical/accounting practices and procedures and fiscal or statistical record keeping and reporting.
- Knowledge of municipal court programs, policies, and procedures.
- Skill at effectively resolving interpersonal conflict and interacting with emotionally distraught, angry or hostile individuals.
- Ability to obtain GCIC certification within one year and maintain re-certification thereafter.
- Ability to plan and supervise the work of subordinate clerical personnel
- Ability to prepare and maintain detailed reports and records.
- Ability to meet and deal tactfully and courteously with public sometimes in difficult and trying circumstances.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with diverse populations, court officials, other agencies, and the general public.
- Ability to work independently and make responsible decisions in accordance with court policies and procedures.
- Ability to organize and prioritize work and appropriately schedule court activities.
- Ability to rapidly and accurately enter data into a computer from verbal and/or written direction.
- Ability to maintain composure, use tact, patience and courtesy when dealing with stressful interpersonal situations.

Supervisory Controls: Work is performed under the supervision of the Administrative Service Director.

Guidelines: Guidelines include the Georgia Traffic Law Manual, GCIC rules and regulations, Department of Driver Service guidelines, court rules and regulations, and judges' orders. These guidelines require judgment, selection, and interpretation in application.

Complexity: The work consists of varied administrative, supervisory, and technical duties. The variety of tasks to be coordinated contributes to the complexity of the position.

Scope and Effect: The purpose of this position is to coordinate the day to day operations of the court office. Successful performance contributes to the efficiency and effectiveness of court operations.

Personal Contacts: Contacts are typically with co-workers, attorneys, judges, solicitors, other law enforcement agencies and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, provide services, resolve conflict and solve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Desirable Training and Experience

Minimum Qualifications: Bachelor's degree in criminal justice or a closely related field supplemented by Four (4) years of experience performing responsible administrative support and clerical duties; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must possess Georgia Municipal Court Clerk Certification and Georgia Crime Information Center and GCIC Terminal Agency Coordinator (TAC) certification; ability to accurately type a minimum of 45 words per minute.

Open until filled but no later than October 30, 2015.

Apply at: Fayetteville City Hall, 240 South Glynn St., Fayetteville, GA 30214

Monday - Friday 8:00am - 5:00pm

Phone:770-461-6029

http://fayetteville-ga.gov/index.asp?SEC=32075243-E1FC-4AEC-816A-2C9C4FEA354F&DE=C363B7E1-665D-4735-B5E3-FDC1BF22825E&Type=B_JOB